



Governor C. L. “Butch” Otter
David Fulkerson, Interim Administrator

STRATEGIC PLAN

FISCAL YEARS ENDING JUNE 30, 2015 - JUNE 30, 2020

Mission:

To provide information and analysis to the Governor’s office, legislative leaders, and agency directors on employee compensation and human resource management issues.

Outcome Based Vision:

To support the State’s total compensation approach in attracting, recognizing and retaining employees; to modernize a recruitment program by utilizing an online application system to identify qualified applicants and expedite the hiring process; to consult with partners and provide training to minimize the State’s risk on human resources management issues; to offer an efficient statewide automated performance management system; and to provide administrative support to the Idaho Personnel Commission.

Key External Factors:

Key external factors for the Division of Human Resources are similar to other agencies within the Executive Office of the Governor:

- Legislation on state employee compensation can alter or significantly impact the functions of the Division of Human Resources;
- The Division must be sensitive to changes in the labor market, unemployment rates, market wage variations, and overall economic conditions as recommendations are made to the Governor and legislative leaders.

GOAL #1: Support Human Resources and Related Business Processes to Ensure Integrity and Efficiency of the State's Merit System.

OBJECTIVES:

1. Provide open communication with agency leadership and staff.

Strategies:

- A. Collaborate with Directors as requested.
- B. Collaborate with agency HR contacts on a regular basis.
- C. Compose and publish the DHR Newsletter at least quarterly.
- D. Post up-to-date information to DHR Website as needed.

2. Provide current statute and rule interpretation and guidance with agencies.

Strategies:

- A. Review and consult on agency initiated requests.
- B. Solicit and track agencies' input on DHR recommended changes related to suggested legislative changes.

3. Provide training and support to agencies on best practices related to performance management and utilizing DHR's automated systems.

Strategy:

- A. Create a statewide training plan which will be updated annually based upon feedback from agencies and risk management results.

PERFORMANCE MEASURE:

Develop satisfaction survey to solicit feedback from agencies on DHR supportive services by December 2014.

GOAL #2: Leverage Technology in Providing Human Resource Services for Efficiency and Cost Effectiveness.

OBJECTIVE: Enhance web-based applications.

Strategies:

- A. Enhance and upgrade statewide applicant tracking system, as needed.
- B. Enhance and upgrade statewide performance management system, as needed.

PERFORMANCE MEASURES:

Complete upgrading of code and enhancements with Department of Labor in the Applicant Tracking System (ATS) in FY 2016 and complete I-PERFORM Phase 2 enhancements with State Controller's Office in FY 2015.

GOAL #3: Provide Appropriate Analysis For Employee Compensation.

OBJECTIVES:

1. Study employee compensation trends nationwide.

Strategies:

- A. Participate in national and regional salary surveys.
- B. Attend and share related information from national conferences with HR agency leaders.

2. Review statewide internal equity issues.

Strategies:

- A. Determine appropriate position classifications.
- B. Evaluate jobs for appropriate pay grades.
- C. Collaborate on classification studies plan.

3. Compile/publish Change in Employee Compensation (CEC) report.

Strategies:

- A. Include market-related changes for pay structure.
- B. Include market-related changes for pay line exceptions.
- C. Include merit increase recommendation.
- D. Include change or changes to benefit package.

PERFORMANCE MEASURE:

Publish CEC report on or before December 1st of each fiscal year.

GOAL #4: Maximize Successful Employment Practices.

OBJECTIVES:

1. Develop, present, and/or attend training.

Strategies:

- A. Engage nationally and regionally recognized experts for trainings.
- B. Attend national employment law training for public employees.

2. Update current expectations for agencies with delegated authority.

Strategy:

- A. Review and/or revise delegated agency Memorandums of Understanding (MOU).

3. Analyze data and trends on personnel decisions.

Strategy:

- A. Access data from Idaho public agencies which conduct employment related administrative or judicial hearings.

PERFORMANCE MEASURES:

1. At least one DHR employee shall attend the annual National Employment Law Institute conference on EEO/Employment Law – public sector.
2. Track and review decisions from Idaho Personnel Commission, Human Rights Commission, and judicial rulings.
3. Track and review Notices of Contemplated Actions (NOCAs) and Letters of Disciplinary Actions (LODAs).
4. Track and review federal oversight inquiries for compliance with FLSA, ADA, FLMA, and HIPPA.